

Fred Baldwin Memorial Foundation 2022 Grant Application Guidelines

The Fred Baldwin Memorial Foundation believes that supporting the people of Maui County and their environment is important, not just because of the impact on the community but because it reflects and perpetuates the shared values of our family and founders.

Founders and History

In 1910, as part of their lifelong commitment to philanthropy, Emily Alexander Baldwin and Henry Perrine Baldwin gave the Maui community a facility to provide housing for the elderly. The Fred Baldwin Memorial Foundation was created to provide operating funds for this home. Both the home and the Foundation were dedicated to the memory of their son, Fred Baldwin. After the home closed in the 1940's, the Foundation's assets were committed to supporting programs and projects serving Maui County. Today, the Foundation's trustees are all descendants of the Baldwin family who's shared goals are to continue Emily and Henry Baldwin's commitment to the people of Maui – a legacy that has spanned generations and touched the lives of thousands in the community.

The Foundation's Areas of Greatest Interest

- We support programs and projects that benefit the people of Maui County.
- We support organizations and programs for whom our modest grants will have the greatest impact.
- Evaluations are based on community need, quality of leadership, financial accountability, organizational stability and the projected cost of the program in relation to its benefits.
- We support human services, housing and health organizations that provide a safety net of services for those most vulnerable in our community.
- We support youth and educational organizations which create a robust learning environment.
- We support arts and culture in our community through funding of performances, exhibits, equipment, and facilities.
- We support environmental organizations designed to improve and preserve our natural resources.
- We support historical and heritage organizations dedicated to historical documentation and cultural awareness.

Eligibility

- Applicants must have 501(c)(3) status or must apply through a fiscal sponsor with 501(c)(3) status.
- Applicants must be located in or have significant programs in Maui County.
- Grants are for a one-year term. Grantees may not receive more than one grant at a time and no more than one grant in any twelve-month period. Grantees may reapply for funding in subsequent years but generally the Foundation is not a source of ongoing support for any organization.

- Average grants are \$5,000 with occasional exceptions.
- Capital campaign requests, while not a priority, may be considered in some situations.
- Final reports must be submitted before a new grant will be considered.
- The Foundation does not fund loans or debt service, endowments, funds for re-granting, scholarships, grants to individuals or units of government, or activities that have already occurred.

Application procedures

Hawaii Community Foundation will be transitioning to a new grant portal in early 2022. This application will be available for online submission through our Grants Portal. Your organization must first register for an online account by creating a profile and certifying the information submitted. Access to the new Grants Portal will be available mid-January 2022. Please register your organization well before the application deadline to allow for any internal assistance you may need. If you are not able to submit your proposal online, please contact Kehau Meyer, via email at kmeyer@hcf-hawaii.org or call (808) 566-5537.

The Foundation recognizes the importance of diacritical markings in written Hawaiian as pronunciation guides. The online application system is unable to accept Hawaiian diacritical markings consistently. Please do not include markings in your responses – it may cause errors in the character counter and how the online system processes your responses.

Proposal narrative

- **Organization Description:** Describe the organization or program. What is the organization’s mission and history, geographic reach, and volunteer and/or paid staff size? What is the organization’s experience implementing this program and staff capabilities to conduct the proposed work? *(Maximum 1,500 character count, single spaced)*
- **Problem or Opportunity:** Describe the problem or opportunity that this project will address. *(Maximum 3,500 character count, single spaced)*
- **Program Activities:** Describe the activities that will be completed to address the problem/opportunity. Explain why you chose this approach. Provide a program timeline. If this is an ongoing program provide past results and achievements. How does the program address the impact of the COVID-19 pandemic and/or how has the program been adjusted as a result of COVID-19? *(Maximum 4,500 character count single spaced)*
- **Expected Results:** How much will you do? Once the activities are complete, what are the expected outputs of the program? What difference will you make? What are the anticipated results of the program like changes in behavior, attitudes, conditions, knowledge, or skills? (ex. 80% of participants (16/20) increase knowledge) How will you know? What will you use to measure results? (ex. surveys, pre/post tests, observation, etc.) *(Maximum 4,000 character count, single-spaced)*
- **Funding Plan:** Explain the budget, including adjustments to be made if not all anticipated funding is received. *(Maximum 1,000 character count, single-spaced)*

Additional required documents

- Project budget showing:
 - Anticipated income (source, amount, restrictions, and whether secured or pending); and

- Anticipated expenses (overall expenses, and expenses for which Baldwin Foundation grant will be used).
- Board of Directors list
- IRS 501(c)(3) determination letter (not required if previously applied to the Foundation or if applying through a fiscal sponsor)
- Letters of commitment from partners (required only if the project is a partnership)
- Organization’s annual operating budget for the current year
- Organization’s balance sheet for the most recently completed fiscal year
- Organization’s income statement (or profit/loss statement) for the most recently completed fiscal year

Audited financial statements are preferred but not required.

Local units of national organizations must submit local unit financial information.

Fiscal sponsors

- Resolution by fiscal sponsor’s board of directors authorizing fiscal sponsorship
- Fiscal sponsor’s agreement form

Both forms can be found at: <http://www.hawaiicommunityfoundation.org/grants/fiscal-sponsor-materials>

- Fiscal sponsor’s board of directors list
- Fiscal sponsor’s IRS 501(c)(3) determination letter
- Fiscal sponsor’s annual operating budget for the current year
- Fiscal sponsor’s balance sheet for the most recently completed fiscal year
- Fiscal sponsor’s income statement (or profit/loss statement) for the most recently completed fiscal year

Audited financial statements are preferred but not required.

Local units of national organizations must submit local unit financial information.

Deadlines

Applications submitted by:	... will be considered at the Trustees’ meeting in:	... and applicants will receive decision letters in:
February 11, 2022, 5:00 p.m.*	April	Late April
August 1, 2022, 5:00 p.m.	October	Late October

*Hawaii Community Foundation will be transitioning to a new grant portal in early 2022. Please be sure to follow available directions on how to apply through the new portal in January 2022. Please contact the Program Officer, Kehau Meyer, with any questions.